

SECRET

RRA	---	1976
HCC	---	1976
RLF	---	1976
JEH	---	19 Feb 70
RLH	---	18/2/70
WAK	---	2/19/70
FHW	---	---
SEC	---	---
file in Space		

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting regarding Space Utilization

1. On Monday, 4 November 1968 a meeting was held with General Services Administration (GSA). Attending the meeting were Messrs. R. A. O'Brien, Chief, Planning and Utilization Division of the Office of the Assistant Commissioner for Space Utilization, GSA; [REDACTED] Real Estate Branch, Real Estate & Construction Division, OL (RECD/OL); [REDACTED] Executive Officer, RECD/OL; and [REDACTED] Special Assistant to the Chief, Logistics Services Division, OL. 25X1A 25X1A 25X1A

2. Mr. O'Brien indicated that the national average of office space per office employee for all agencies is 133 sq. ft. per person. He cautioned against attaching too much significance to statistical averages since they varied considerably on the basis of function. He commented that the Department of the Air Force appeared to get along quite well on 114 sq. ft. per person while the Federal Mediation and Conciliation Service required 300 sq. ft. per person because of their unique function.

3. Mr. O'Brien emphasised that space utilization is not an exact science. In addition he knows of no statistical indicators that are of much use in the control of non-office space. He sees no suitable substitute for a visual inspection of space in order to determine utilization. Even visual inspections can be conducted in varying degrees and he pointed out that some visual inspections will reveal very little of substance except where it might for example find a whole floor vacant. Visual inspection, therefore, has to be conducted with some definite knowledge of the situation and cannot be conducted exclusively on the basis of information furnished by the components being inspected.

4. Mr. O'Brien was extremely cooperative and presented for our retention a number of "Occupancy Guides", information on all GSA controlled space in Washington, and two GSA space utilization handbooks. It is interesting to note that "Occupancy Guides" for specific Agencies have not been prepared for the Washington area but only for outside the National Capitol Area.

5. Mr. O'Brien emphasised that the square footage per person "standard" will work only when used as guidelines. The only "standard" he found completely valid was that a person requires 42 sq. ft. of work space as a minimum. He was reluctant to compute an average of all the "standards" because he feels it misleading; but when pressed on the point he revealed that he generally used 100 sq. ft. per person as the starting point.

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6. In a very objective manner, Mr. O'Brien stated that it was somewhat inconsistent to <sup>over</sup>emphasise the utilization of space when it cost about \$700 to provide office space for the average <sup>average</sup> ~~average~~ employee who is probably making \$7,000 per year. His point being that reducing the efficiency of this worker to gain space is not economically justified ~~as special~~ <sup>if space</sup> savings assume the primary roll.